

# **PROCEDURES FOR REPORTING STUDENT ABSENCE Version 2**

**To implement Arizona Department of Education  
Guideline GE-20 “Absence Reporting Requirement”**

**Arizona Department of Education  
Business & Finance Division**

**Updated April 3, 2008**

The procedures outlined in this document supersede any other language from previously published *Instructions for Required Reports*. These procedures are applicable from July 1<sup>st</sup>, 2008 onward and will be included as part of the *School Finance Guidelines and Procedures Manual* to be released before the beginning of Fiscal Year 2009.

# **PROCEDURES FOR REPORTING STUDENT ABSENCE**

## **Table of Contents**

Homebound Students	3
Students in Grades 9 – 12	
For schools in session 5 days per week	4
For schools in session 4 days per week	5
Kindergarten Students	6
Students in Grades 1 – 8	7
Alternative Schools and Charter Schools Operating on Approved Alternative Calendars	8
Arizona Department of Juvenile Corrections	9
Arizona Department of Corrections	10

### Homebound Students (applies to grades PS – 12)

For homebound or hospitalized, a full day of attendance may be counted for each day during a week in which the student receives at least four hours of instruction. A.R.S. § 15–901(A)(6)(f)

- If a homebound or hospitalized student receives at least four hours of instruction during a week that school is in session, the student is considered to be in attendance for the entire week and no absences are reported.
- If a homebound or hospitalized student receives less than four hours of instruction during a week that school is in session the hours will be prorated per A.R.S. § 15–901. Refer to the table below to determine the absence amount that must be reported.

Reporting absences for homebound or hospitalized students				
Weekly Hours of Instruction Received	Days in Session for the Week	Equivalent Weekly Attendance	Equivalent Weekly Absence	Absences to report for the week <sup>1,2</sup>
<1:00	5	0.00	5.00	5.00
	4	0.00	4.00	4.00
	3	0.00	3.00	3.00
	2	0.00	2.00	2.00
	1	0.00	1.00	1.00
≥1:00 – <2:00	5	0.25	0.75	3.75
	4	0.25	0.75	3.00
	3	0.25	0.75	2.25
	2	0.25	0.75	1.50
	1	0.25	0.75	0.75
≥2:00 – <3:00	5	0.50	0.50	2.50
	4	0.50	0.50	2.00
	3	0.50	0.50	1.50
	2	0.50	0.50	1.00
	1	0.50	0.50	0.50
≥3:00 – <4:00	5	0.75	0.25	1.25
	4	0.75	0.25	1.00
	3	0.75	0.25	0.75
	2	0.75	0.25	0.50
	1	0.75	0.25	0.25
≥4:00	5	1.00	0.00	0.00
	4	1.00	0.00	0.00
	3	1.00	0.00	0.00
	2	1.00	0.00	0.00
	1	1.00	0.00	0.00

<sup>1</sup> Daily absences may not be reported in amounts exceeding a student's FTE.

<sup>2</sup> The specific days chosen to report absences shall be left to the discretion of the reporting entity.

**For students in grades 9 – 12 (Including TAPBI, excluding homebound)**

For high schools or ungraded schools in which the pupil is at least fourteen years of age by September 1, the attendance of a pupil may be counted as one-fourth of a day's attendance for each sixty minutes of instructional time in a subject that counts toward graduation, except that attendance for a pupil shall not exceed the pupil's full or fractional membership. A.R.S. § 15-901 (A)(6)(e)

**For schools in session 5 days per week**

- If a student receives instruction in an amount of time that is equal to or greater than the instructional time required for the day (no less than 4 hours for 1.00 FTE, 3 hours for 0.75 FTE, 2 hours for 0.50 FTE and 1 hour for 0.25 FTE) in subjects that count toward graduation, the student is considered to be in attendance for the entire day and no absences are reported.
- If a student receives instruction in an amount of time that is less than the instructional time required for the day in subjects that count toward graduation, refer to the table below to determine the absence amount that must be reported.

Reporting absences for students in grades 9 – 12 in schools with 5 days per week			
Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:00	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25
≥1:00 – <2:00	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00
≥2:00 – <3:00	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00
≥3:00 – <4:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00
≥4:00	1.00	1.00	0.00
		0.75	0.00
		0.50	0.00
		0.25	0.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*

**For students in grades 9 – 12 (Including TAPBI, excluding homebound [continued])**

**For schools in session 4 days per week**

- If a student receives instruction in an amount of time that is equal to or greater than the instructional time required for the day (no less than 5 hours for 1.00 FTE, 3.75 hours for 0.75 FTE, 2.5 hours for 0.50 FTE and 1.25 hours for 0.25 FTE) in subjects that count toward graduation, the student is considered to be in attendance for the entire day and no absences are reported.
- If a student receives instruction in an amount of time that is less than the instructional time required for the day in subjects that count toward graduation, refer to the table below to determine the absence amount that must be reported.

<b>Reporting absences for students in grades 9 – 12 in schools with 4 days per week</b>			
Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:15	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25
≥1:15 – <2:30	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00
≥2:30 – <3:45	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00
≥3:45 – <5:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00
≥5:00	1.00	1.00	0.00
		0.75	0.00
		0.50	0.00
		0.25	0.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*

### **For kindergarten students (Including TAPBI, excluding homebound)**

For students enrolled in kindergarten, a full day of attendance is a day in which a student attends more than three-quarters of the instructional time for the day. If the total instruction time scheduled for the year is at least 346 but less than 692 hours, attendance for at least three quarters of the day should be counted as one-half day of attendance. If the instructional time scheduled for the year is at least 692 hours, a full day of attendance may be counted as one-half of the instructional time scheduled for the day. A.R.S. § 15-901(A)(6)(a)(i)

- Kindergarten students are considered either to be present or absent for a full day. Incremental absences in proportions that are less than a kindergarten student's full time equivalency are not allowed.
- Record a kindergarten student who is enrolled in a program with total instruction time between 346 and 692 hours for the year as absent if he/she is in attendance for less than three-quarters of the instructional time scheduled for the day.
- If the total instructional time for the year is 692 hours or more, a student is counted as absent if he/she attends less than half the instructional time scheduled for the day.

#### **Example 1**

- Student A is enrolled in a kindergarten program that is scheduled to include 360 instructional hours over the course of the school year. (A half day program.)
- Two hours of instruction are scheduled for a particular day.
- If Student A attends for at least one hour and 30 minutes of the two hours of instruction scheduled for the day, he is considered to be in attendance for the full day and no absences are reported.
- If Student A attends for less than one hour and 30 minutes of the two hours of instruction scheduled for the day, he is considered to be absent for the full day and an absence in the amount of 0.50 must be reported.

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency. In this case, Student A is enrolled in a half day kindergarten program and has an FTE of 0.50.*

#### **Example 2**

- Student B is enrolled in a kindergarten program with total instruction time of 720 instructional hours over the course of the school year. (A full day program.)
- Four hours of instruction are scheduled for a particular day.
- If Student B attends for at least two hours of the four hours of instruction scheduled for the day, she is considered to be in attendance for the full day and no absences are reported.
- If Student B attends for less than two hours of the four hours of instruction scheduled for the day, she is considered to be absent for the full day and an absence in the amount of 1.00 must be reported.

**For students in grades 1–8 (Including TAPBI, excluding homebound)**

For students enrolled in first through eighth grade or an ungraded program, daily attendance is a day in which a student attends more than three-quarters of the instructional time scheduled for the day. The attendance of a pupil at three-quarters or less of the instructional time scheduled for the day shall be counted as follows:

- A. If attendance for all pupils in the school is based on quarter days, the attendance of a pupil shall be counted as one-fourth of a day's attendance for each one-fourth of full-time instructional time attended.
- Attendance for more than 75% of the instructional time scheduled for the day is counted as a full day of attendance and no absence is reported.
  - Attendance for 75% of the instructional time scheduled for the day is counted as three-fourths of a day's attendance and a quarter day (0.25) absence is reported.
  - Attendance for at least 50% but less than 75% of the instructional time scheduled for the day is counted as a half day of attendance and a half day (0.50) of absence is reported.
  - Attendance for at least 25% but less than 50% of the instructional time scheduled for the day is counted as a quarter day of attendance and three-quarters of a day (0.75) of absence is reported.
  - Record a full day (1.00) of absence for a student that is in attendance for less than 25% of the instructional time scheduled for the day.

Attendance	Absence Amount
>75% of the instructional time scheduled for the day	0.00
75% of the instructional time scheduled for the day	0.25
≥50% but <75% of the instructional time scheduled for the day	0.50
≥25% but <50% of the instructional time scheduled for the day	0.75
<25% of the instructional time scheduled for the day	1.00

- B. If attendance for all pupils in the school is based on half days, the attendance of at least three-quarters of the instructional time scheduled for the day shall be counted as a full day's attendance and attendance at a minimum of one-half but less than three-quarters of the instructional time scheduled for the day equals one-half day of attendance.
- Attendance for at least three-quarters of the instructional time scheduled for the day is counted as a full day of attendance and no absence is reported.
  - Attendance for at least one-half, but less than three-quarters of the instructional time scheduled for the day is counted as a half day of attendance and a half day (0.50) of absence is reported.
  - Record a full day of absence for a student that is in attendance for less than half the instructional time scheduled for the day.

Attendance	Absence Amount
≥75% of the instructional time scheduled for the day	0.00
≥50% but <75% of the instructional time scheduled for the day	0.50
<50% of the instructional time scheduled for the day	1.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*

**For districts operating alternative schools and charter schools operating on approved alternative calendars**

Procedures applicable to districts operating alternative schools and charter schools operating on approved alternative calendars are under development and will be published as part of this document at a later date.



**For students enrolled in the Arizona Department of Juvenile Corrections educational program**

For students enrolled in the Arizona Department of Juvenile Corrections educational program, daily attendance is a day in which a student attends for a minimum of two hundred forty minutes not including meal and recess periods. Attendance for one hundred twenty or more minutes but fewer than two hundred forty minutes shall be counted as one-half day's attendance. (See A.R.S. § 15-1371)

- If a student enrolled full time in the Arizona Department of Juvenile Corrections educational program attends for at least four hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled half time in the Arizona Department of Juvenile Corrections educational program attends for at least two hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled in the Arizona Department of Juvenile Corrections educational program attends for an amount of time that is less than the time required, refer to the table below to determine the absence amount that must be reported.

Reporting absences for students enrolled in the AZ Dept of Juvenile Corrections			
Daily Hours Attended	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<2:00	0.00	1.00	1.00
		0.50	0.50
≥2:00 – <4:00	0.50	1.00	0.50
		0.50	0.00
≥4:00	1.00	1.00	0.00
		0.50	0.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*

### **For students enrolled in the Arizona Department of Corrections educational program**

For students enrolled in the Arizona Department of Corrections educational program, daily attendance is a day in which a student attends for a minimum of one hundred eighty minutes not including meal and recess periods. Attendance for ninety or more minutes but fewer than one hundred eighty minutes shall be counted as one-half day's attendance. (See A.R.S. § 15-1372)

- If a student enrolled full time in the Arizona Department of Corrections educational program attends for at least three hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled half time in the Arizona Department of Corrections educational program attends for at least one and a half hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled in the Arizona Department of Corrections educational program attends for an amount of time that is less than the time required, refer to the table below to determine the absence amount that must be reported.

<b>Reporting absences for students enrolled in the AZ Dept of Corrections</b>			
Daily Hours Attended	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:30	0.00	1.00	1.00
		0.50	0.50
≥1:30 – <3:00	0.50	1.00	0.50
		0.50	0.00
≥3:00	1.00	1.00	0.00
		0.50	0.00

*Note: The reported amount of a daily absence may not exceed a student's full time equivalency.*